

DEFINITION OF TERMS
Man-Hour Sheets

Project

- Research*
1. All work on numbered projects, including written reports, maps therefore, etc.
 2. Map research with no written report.
 3. Map checking. If connected with D/GC project, charge to that project number. Otherwise use the map number.
 4. Procurement. (Project No. 60.354)
 5. Evaluations. (Project No. 60.718)
 6. Requirements. (Project No. 60.858)
 7. Plotting overlays. (Project No. 60.904)
 8. Assistance to OTR. (Project No. 60.1381)
 9. G Area Briefings. (Project No. 60.1602)
 10. Assistance to Geographer, State (Project No. 60.1700)

Administration

1. Staff Meetings.
2. Monthly reports and surveys.
3. Administration of branch.
4. Other activities of the branch such as moving, etc.

Consultation

- Research*
1. Discussions with persons outside the Division if not connected with a project.
 2. Survey of Geographic and map intelligence activities of other agencies.
 3. Answering telephone questions.
 4. Attendance at meetings outside the Division if not connected with a project.
 5. Interrogations, briefings, debriefings, etc.

Coordination

- Research*
1. MIS consultation or coordination not assignable to a MIS project.
 2. Coordination of current activities with other parts of this Agency or with other Agencies if not connected with a project.

Development

1. Training taken. (Include required travel time to and from classes.)
2. Training of new staff members.
3. Travel and reports on travel. (Note on back of man-hour sheet the hour and date travel began and ended and place of travel, if possible.)
4. Attendance at professional meetings.

General Research

- Research*
1. Research on short projects without numbers.
 2. Basic research not directly related to an assigned project.

Intelligence Maintenance

1. Processing of incoming documents.
2. Maintaining files.

Planning

- Research*
1. Project and program planning if not connected with a project for which a number has been assigned.
 2. Recommendations, meetings, etc. connected with development of future policy and programs.

Overtime

Include the project numbers.

MAN HOURS

[illegible]